



NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE:	Temporary Employment Services* Clerical Assistant	ISSUE DATE: May 5, 2016 CLOSING DATE: May 19, 2016 SALARY RANGE: \$10.00 per hour - \$15.00 per hour
LOCATION:	Ewing, New Jersey Division of Animal Health	ANNOUNCEMENT NUMBER: 11-16

*THIS POSITION IS LIMITED TO 944 HOURS IN A FISCAL YEAR

POSITION DESCRIPTION

Under the direction of the Director, Division of Animal Health, Department of Agriculture, organizes assigned secretarial and administrative clerical work; answers the main telephone line for the Division, perform data entry and database work accurately; prepares correspondence, reports, recommendations and other assignments; edit and distribute monthly and annual reports; arrange meetings; process leave requests for Director's approval; maintain Division calendar, reporting any exceptions biweekly; file and maintain regulatory and disease files for the Division; makes arrangements, schedules, prepares and processes all paperwork for travel and reimbursement for all Division staff; respond to questions and requests for information from the public; reviews documents for completeness and accuracy; completes, tracks and maintains records pertaining to corrective actions taken when documentation is incomplete or incorrect; prepares, tracks and maintains documentation for various regulatory programs; fills requests for various forms and inventory, maintains inventory of division forms, and supplies, serve as backup for other administrative staff as needed; does related work as required.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program or data entry training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the required experience. Course work must include typing skills, methods, and procedures; other courses may include, but not limited to, office procedures, word processing, and business English.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility is necessary to perform the essential duties of the position.

RESIDENCY LAW: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

APPLICANT INFORMATION

Applicants should submit a cover letter, resume, transcripts (if applicable), and the announcement number by the closing date to: New Jersey Department of Agriculture, Office of Human Resources, P.O. Box 330, Trenton, NJ 08625.

Linda A. Krajain
Manager, Human Resources